

# Microsoft Windows 8.1

## Level 1

### Course Overview

This 1-day course is designed for anyone who needs knowledge in operating systems and file management skills. You will learn how to log on to Windows 8.1, explore its interface, identify the different components in the interface, customize the Windows 8.1 desktop, manage files and folders, and use the common tools and programs available in Windows 8.1. Course Preparation: none.

### Course Topics

#### Getting to Know PC's and the Windows 8.1 User Interface

- Identify Components of a Personal Computer
- Sign In to Windows 8.1
- Navigate the Start Screen

#### Using Windows Store Apps and Navigation Features

- Access and Identify the Charms
- Windows Store Apps and Common Navigation Features
- Multitask with Apps

#### Working with Desktop Applications

- Navigate the Desktop
- Manage Files and Folders with File Explorer
- Elements of a Desktop Window
- Create and Modify Files with Desktop Applications

#### Using Internet Explorer 11

- Navigate Internet Explorer 11
- Browse the Web
- Use Internet Explorer 11 on the Desktop

#### Customizing the Windows 8.1 Environment

- Customize the Start Screen
- Customize the Desktop

#### Using Windows 8.1 Security Features

- Set Privacy Levels and Passwords
- Use Windows Defender
- Store and Share Files with SkyDrive